

6/11/17

Youth Director Job Description
Grace United Methodist Church
North Augusta, SC

Position

Youth Director

Purpose

To develop, plan, organize, and lead ministries for youth (sixth through twelfth grade) at Grace United Methodist Church (Grace UMC). Youth ministries shall foster the mission of Grace UMC, which is “To Know Christ and Make His Love Known” (i.e. to make and grow disciples of Jesus Christ). Important facets of Christian discipleship that are particularly applicable to Youth ministries are provision of Christian training and nurture (Proverbs 22:6, Ephesians 4:15-16) and promoting individual repentance (Matthew 4:17), acceptance of Jesus Christ as Lord and Savior (Romans 3: 21-22, 2 Peter 3:18), individual transformation in Christ (Galatians 5:22-23), love of God and neighbor (Mark 12:29-31), Christian witness (Mark 16:15), and good works (Ephesians 2:10, James 2:17).

Position Status

This is a full time position working an average of 40 hours per week. The hours can be flexible with the exception of Sunday worship & youth meetings, and weekly Staff Meetings. This position makes extensive use of youth and adult leaders/volunteers. An office with phone and computer is provided and located in the Asbury Building.

Qualifications

- Must be a Christian committed to serving Jesus Christ.
- Must at a minimum have a Bachelor’s degree (preferably in related field such as Religion, Christian Education, or Management).
- Must be able to work a flexible schedule, as ministry requires. Must keep regular advertised office hours of 15 to 20 hours per week. Fridays and Saturdays are normal off days, except when youth ministry events are scheduled.
- Must be proficient in all levels of communication including in person, by phone, newsletter, emails, and social media.
- Must be highly organized and self-directed, requiring little supervision.
- Must be able to drive the church bus.
- Must pass a background check (Grace Safe Sanctuary Policy).
- Can relate, understand, and appreciate viable youth ministries, or in the absence thereof, to create ministries that generates excitement and opportunity for the youth (previous experience preferable).
- Can work in collaboration with others both within and outside Grace (previous experience preferable).
- Can lead and organize youth (previous experience preferable).
- Can work with people of all ages and backgrounds to meet the needs of the ministry (previous experience preferable).

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Essential Job Duties

- Develop, plan, organize, and lead ministries for youth (sixth through twelfth grade) at Grace United Methodist Church (Grace UMC).
- Ensure that Youth ministries foster the mission of Grace and promote Christian Discipleship (i.e. growth in Jesus Christ) by providing Christian training and nurture and promoting individual repentance, acceptance of Jesus Christ as Lord and Savior, individual transformation in Christ, love of God and neighbor, Christian witness, and good works.
- Enable youth to fulfill their confirmation vow to support the ministries of Grace through their prayers, presence, gifts, service, and witness.
- Teach consistent with the theology and doctrines of the UMC.
- Develop relationships with students, volunteers, and parents, and encourage and disciple them in their walk with Jesus Christ. This includes providing Christian leadership, example, support, guidance, counseling, and crisis intervention. This also includes attendance at Grace worship services by rotating between the LifeSong and the 11:00 Traditional services.
- Develop, plan, organize and lead a Sunday night youth program that includes a component of worship (currently call AMPed).
- Organize, support, and participate in youth Sunday School by obtaining volunteer teachers, promoting best practices, addressing needs, providing options and help with curriculum, providing training as needed, and assessing the vitality of classes through participation.
- Attend at least one Salkehatchie summer camp with members of the youth each summer.
- Develop, plan, organize and lead retreats including opportunities and trips for mission/service, outreach/witness, and worship for the youth.
- Develop, plan, organize, and lead outreach ministries that engage area youth, including through participation and attendance in school and community activities, as appropriate.
- Cooperate with other North Augusta churches, the Greenwood District, and the South Carolina Conference for opportunities for the youth of Grace.
- Integrate the youth into the wider ministries of Grace and membership in Grace as much as possible.
- Maintain a roster of Grace youth in order to 1) develop and implement ways to reach out and encourage inactive youth; 2) to pass on information to Methodist colleges and Wesley Foundations concerning Grace youth who will attend those institutions.
- Ensure that the Grace Safe Sanctuary Policy is followed for all youth ministries, events, and activities.
- Take on additional duties as needed and requested to further the youth ministries.

Cooperative Job Duties

- Reports to the Senior Minister.
- Works in conjunction with the Youth Council (is the staff head of the Youth Council and ensures that it meets a minimum of every other month) and other staff members to fulfill the purpose and essential job duties of the position.
- Works with the Contemporary Worship Director for use of the Youth Praise Band for Youth events, activities, and ministries.

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- Works with the Director of Recreational and Sports Ministries for recreational and sports opportunities for the youth.
- Identifies, recruits, trains, and motivates volunteers and interns to support the Youth ministries. This includes development of the necessary training for volunteers that addresses roles, expectations, acceptable behaviors, and precautions for volunteers.
- Identify individuals (students, volunteers, and parents) who attend Youth ministry events, particularly non-members, who would benefit from follow-up after the event and notify the appropriate staff members, pastors, or committee chairs with contact information for those individuals.
- Works with Treasurer, Finance committee, and Financial Secretary to develop, submit, manage, and balance annual Youth ministries budget. Additional funds may be raised to support the Youth ministries with prior approval from the Finance committee.
- Works with the Church Secretary for scheduling Youth ministry events.
- Works with the Church Publicist to publicize Youth ministry events, if needed.
- Submits reports for Church Council meetings, which meets every other month.
- Attends and participates in weekly staff meetings at 8:30 on Mondays (Attendance at weekly staff meetings is not required following weekend youth retreats.)

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Addendum

The following items should be considered by the Youth Director:

- Age level objectives developed by the Education Committee.
- The possibility of the development of viable youth small groups, such as Bible studies, home groups, etc.
- The possibility of a viable youth ministry held in conjunction with the Grace Wednesday night dinners and programs (currently call WINGS).
- The possibility of having summer interns, particularly Grace College students, in order to help students discern whether or not they are called to youth ministry or the ordained ministry.
- The possibility of outreach to college students (Grace Students and those from Augusta University and University of South Carolina – Aiken).
- The Youth facilities, including stage, meeting area, kitchen, Sunday School classrooms, etc., are under the purview of the Youth Director.
- The Youth Director should not volunteer for any leadership position in the District or Conference for the first two years.